



JOB DESCRIPTION

POST	Community Chaplain / Mentor
LINE MANAGER	The Managing Community Chaplain
JOB LOCATION	Hybrid. There is likely to be considerable travel within our catchment area of Devon, Cornwall and western Somerset, in addition to team meetings in Exeter and the occasional away-day/retreat/training days across the South West.
TRAVEL	Essential car user – travel expenses will be paid in accordance with agreed terms and conditions.

PURPOSE

The mission of South West Community Chaplaincy (**SWCC**) is to enable, through all the resources available to it, the best possible rehabilitation, restoration and reintegration into the community, of people who have been subject to a custodial or community sentence. We do this through providing relational mentoring, advocacy and support for people as they pass through the criminal justice system (CJS) and re-integrate back into the locality, within the counties of Devon, Cornwall and western Somerset. SWCC aims to provide a professional focus and resource for the faith communities within the area to establish new and innovative ways of helping participants address their offending behaviour by providing a network of support that can challenge, and promote a positive attitude for change.

The SWCC team believes in 'Radical Responsibility' which is a way of understanding harm that brings together faith, psychology, and lived experience. At its simplest, it says this:

'Radical Responsibility' is a model that places justice and mercy in right relationship. It challenges the idea that punishment is justice and instead reframes consequence as a natural, loving feedback mechanism that teaches, restores, and redirects. Its language resonates across faith settings, psychological practice, and frontline support work, offering a unifying approach that bridges sectors and perspectives.

The vision is simple: a society where truth replaces denial, consequence replaces punishment, and healing replaces fear. This is what the Kingdom of God looks like in practice — reality responding to truth.

The role of Community Chaplain is to implement practical and effective models of support participants before, during and after their interaction with the CJS and help them to make a fresh



start as they resettle into their communities. To actively engage with faith communities and promote the work of SWCC.

RESPONSIBILITIES

1. Deliver the service for people who are returning to the community after serving custodial or community sentences
2. Support the rehabilitation of people by offering practical, emotional and spiritual support on a flexible basis, in a mentoring context, matched to the individual's needs either during their sentence, or in the years afterwards.
3. Personally, to hold to the values of 'Radical Responsibility.' To promote the realities of truth, responsibility for one's actions and the understanding that we are all part of the problem and the solution.
4. Identify locations for, develop and then manage the effectiveness of rehabilitation hubs within the local community to provide a multidisciplinary approach to the rehabilitation of those that have experienced a custodial or community sentence.
5. Recruit and (working with the Volunteer Coordinator) assist in the training of volunteers to both work within the context of rehabilitation hubs, and in other key roles, especially mentoring, within the community.
6. Work in co-operation with other agencies within both the criminal justice system and the community so that opportunities are maximised for people to develop the necessary skills, knowledge and attitudes that help them to desist from re-offending behaviour.
7. Facilitate the introduction of clients to an assigned volunteer mentor, or a support hub, as appropriate, and oversee the ongoing mentoring provision, supporting and supervising volunteer mentors in their work with clients.
8. Monitor and report the effectiveness of the work and how it contributes to reducing the risk of re-offending, including liaison with LEAF (Lived Experience Advisory Forum) to enrich and inform the work of SWCC within the community.
9. Propose policy and practice guidelines that contribute to the effective management of the project
10. Contribute to the development of ongoing plans to expand and develop the work within the South West, specifically meeting the challenges of discovering and/or establishing spiritual community for those who have been convicted of an offence, including those of a sexual nature, and wish to be disciplined.

KEY TASKS

1. Develop a network of holistic support for clients (through the development of rehabilitation hubs) within the community that is: practical, emotional, relational, developmental, social and spiritual, including where appropriate, responding to those who wish to explore and develop their faith, whatever faith that may be.
2. Build strong relationships with both faith-based and secular community organisations to enable future development of rehabilitation hubs in places where community cohesion already exists.

3. Where rehabilitation hubs flourish, support volunteers within that context to build empowering, supportive and professional relationships with clients, helping them to see their lives as purposeful and valuable and encouraging them in taking positive steps towards the future.
4. Pursue partnerships, where appropriate, with organisations that already work with those that have experienced custodial or community sentences.
5. Carry out multi-disciplinary assessment of client's needs (including risk assessment) in conjunction with the prison, probation and police services and other appropriate key players.
6. Facilitate the introduction of each client to an assigned volunteer mentor, supporting the volunteer mentor in taking over the primary SWCC relationship with the client and in their ongoing work with the client. Support and supervise volunteer mentors to ensure that appropriate support is being given to clients.
7. Where volunteer mentoring may not be available or appropriate, provide one-to-one mentoring support through building empowering, supportive and professional relationships with clients, helping them to see their lives as purposeful and valuable and encouraging them in taking positive steps towards the future.
8. Assist volunteers in carrying out future planning with each client, with the aid of relevant tools.
9. Assist each client in practical areas and signpost as appropriate.
10. Ensure that all relevant information is captured and a record set up and maintained on SWCC's database for each client, in a timely manner. Record and monitor progress with each participant, using appropriate tools
11. Under the guidance of the Managing Community Chaplain, assist with recruiting and supporting volunteers so that they can provide a range of services that include:
 - Offering assistance and building relationships through the staffing of rehabilitation hubs.
 - Advocacy & Information
 - Meeting, Mentoring and Supporting
 - Practical help in addressing identified needs.
12. Work in accordance with the policies and guidelines set out by the Board of Trustees
13. Carry out risk assessment and establish policy and procedures that promote good practice in community support of former offenders.
14. Maintain and develop working relationships with relevant agencies and workers including Faith Communities, Health Services, Social Services, and other voluntary organisations and groups, particularly those that provide employment, training, education and information services
15. In common with other Community Chaplains explore further the needs of people leaving custodial sentences, effective strategies to reduce re-offending, and contribute to the wider search for appropriate services in the resettlement of offenders.



16. Undertake training as identified through the management committee, personal supervision and appraisal.
17. Propose methods of publicising this work
18. Operate within financial controls and budgetary monitoring systems
19. Undertake other duties that from time to time might be necessary for the effective delivery of the project.



PERSON SPECIFICATION

QUALIFICATIONS	<ul style="list-style-type: none"> * Professional qualification, or significant experience in community/social/care work, or in a criminal justice/law related role * Full driving licence 	<p>Essential</p> <p>Essential</p>
EXPERIENCE	<ul style="list-style-type: none"> * Proven ability in working with a diversity of issues, especially in faith and ethnic matters. * Experience of working in a criminal justice related role (voluntary or paid). * Experience of collaborative working (support and guidance). * A proven ability to undertake oversight of volunteers * Relevant experience of working in a faith-based setting - voluntary or paid * Experience of collaborative and partnership working 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> * Ability to develop strategy and initiate/sustain new ideas and ways of working * Excellent interpersonal skills and ability to communicate verbally to a wide range of audiences and individuals * Ability to forge relationships across a wide range of contacts. * Ability to handle conflict in a challenging environment. * Awareness and understanding of faith communities and sensitivity to different practices/principles. * Good computer and other data management skills. * Ability to produce written material to a good standard. * Awareness of best practice in safeguarding. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> * Able to actively embrace the Christian faith ethos and values of SWCC * Ability to forge positive relationships with people. * Pastoral heart and concern for the wellbeing of people. * Commitment to diversity of issues, especially in faith and ethnic matters and to the faith ethos of Community Chaplaincy * Desire to see positive change in the lives of individuals and belief in their ability to make such changes * Able to take instruction. * Robust ability to set and adhere to boundaries. * Flexibility. * Team player. * Ability to maintain an open mind, to be objective, to recognise personal prejudices and set them aside * Personal maturity. * Self-starter - highly motivated to achieving agreed outcomes but able to work independently 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
CIRCUMSTANCES	<ul style="list-style-type: none"> * Willing to work occasional evenings and weekends. 	<p>Essential</p>

